



**Michigan Supreme Court
State Court Administrative Office**

Trial Court Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, MI 48909

Phone: (517) 373-4835

DATE: May 25, 2006

TO: District and Municipal Court Administrators/Clerks
Case Management System Providers

FROM: Amy Byrd

RE: Amendments to Caseload Reporting Form SCAO 18 and Instructions

As communicated to you in a memo from Carl Gromek dated April 6, 2006, our office will only be collecting annual caseload reports starting in 2006. However, courts can continue to use the Caseload Reporting System (CRS) for their own personal use to produce ad hoc reports for quarters 1 through 3 of Parts 1 and 2 and for any time frame for Part 4. Details regarding the use of CRS for this nonrequired ad hoc reporting will be provided in the near future.

Details regarding the use of CRS for the required annual caseload reporting and verification will be provided at the end of this year. For data entered manually through CRS, the report periods that can be selected will be Quarter 1, Quarter 2, Quarter 3, and Full Year. For data submitted through the upload feature, the file format must continue to use "4" as the value for the "QTR" field, although it will contain full-year data.

Enclosed are the revised District Court Caseload collection form and instructions. Some revisions were made as a result of the change to annual reporting. Other changes were made to the instructions to clarify when to report certain events, specifically:

Page 2, Line 3 – added details about when to report a case reopened.

Page 9, Line 7 – added information about when to count stays.

Page 10, Line 8 – removed reference to FAC.

Pages 10 through 12, Lines 8, 6, and 7 – added information about when to count stays.

Page 17 – indicated all cases to be reported by judge, magistrate, or generic bar number.

Pages 18, 19, 20, 22, and 23 – added definition of first appearance.

Also enclosed is the File Format, which was revised by adding the following clarification to page 2: **("4" indicates full year reporting).**

If you have any questions about these changes, please contact me at 517-373-4864.

cc: Trial Court Services
Regional Offices

DISTRICT COURT CASELOAD				Year
Except for the Delay in Criminal Proceedings subreports in Part 4 (which are due quarterly by January 7, April 7, July 7, and October 7) complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				
Preparer's name		Preparer's telephone no.	Court no. and designation	County or Location

PART 1: NEW FILINGS AND REOPENED CASES**SECTION A: CRIMINAL**

Line	CASE TYPE	EX	FY	OM	SM
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Beginning Pending								
2	New Filings								
3	Reopened								

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Beginning Pending					
2	New Filings					
3	Reopened					

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

Section A: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Do not count investigative subpoenas or search warrants. Do not count complaints and warrants not yet issued by a judge or magistrate. The most serious offense defines the case type code to be assigned.

- A felony criminal case is counted as a new filing when a complaint is received for filing or a when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges contained in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a criminal case are MC 200 (Felony Complaint and Warrant) and MC 316 (Order for Change of Venue)

- A misdemeanor criminal case is counted as a new filing when a complaint or citation is filed or a case is transferred to your court because of change of venue; do not include cases transferred for purposes of trial only.
 - A misdemeanor complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint, and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a Uniform Law Citation.
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

Forms which may be used to open a criminal case are DC 225 (Misdemeanor Complaint and Warrant), UC 01a or UC 01b (Uniform Law Citation), and MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 6.101 and 6.907 and MCL 764.1a, 764.1f, and 764.9c.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor criminal case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
 - when the case is remanded from an appellate court for further pre-judgment action or a new trial; report this based upon date of order, not date received.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
 - when the prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.

Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, 7.101(M), and 7.102(C) and MCL 330.2028.

Section B: Traffic - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A traffic case is counted as a new filing when a complaint or citation is received for filing or when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only. The most serious offense defines the case type code to be assigned.
 - A civil infraction traffic offense shall be filed on a citation.
 - A misdemeanor offense with a penalty over 93 days shall not be filed on a citation.
 - A felony traffic offense shall not be filed on a citation.
 - A complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A felony traffic complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - If a misdemeanor traffic case is dismissed because it was reduced to a civil infraction, count the civil infraction as a new case (see page 10, Line 5).
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a traffic case are UC 01a or UC 01b (Uniform Law Citation) for misdemeanor and civil infraction traffic, CVC 1 (Commercial Vehicle Law Citation), MC 200 (Felony Complaint and Warrant) for felony traffic, DC 225 (Misdemeanor Complaint and Warrant) for misdemeanor traffic, and MC 316 (Order for Change of Venue)

Court rules and statutes associated with opening a traffic case are MCR 2.222, 2.223, 2.226, 2.227, 4.101(A), and 6.615(A) and MCL 257.727, 257.728 and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor traffic case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
 - when a new trial is ordered by an appellate court.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when an order staying the case is set aside.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
 - when prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
- A traffic civil infraction case is counted as a reopened case:
 - when an order staying the case is set aside.
 - when a default has been set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a traffic case are MCR 2.610, 4.101(C), 4.101(G)(3), 6.615(B), 7.101(M), and 7.102(C) and MCL 330.2028.

Section C: Non-Traffic Civil Infraction and Parking - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A non-traffic civil infraction case or a parking case is counted as a new filing when a citation is received for filing.
 - A non-traffic civil infraction case shall be filed on a citation.
 - A single citation may not contain multiple offenses against one defendant; a three-part, multiple-count citation serves as three separate cases and shall be counted as such.
 - A parking ticket may be issued on a citation.

Forms which must be used to open a non-traffic civil infraction case are UC 01a or UC 01b (Uniform Law Citation), UC 03 (Uniform Municipal Civil Infraction Citation), or CVC 1 (Commercial Vehicle Law Citation).

Court rules and statutes associated with opening a non-traffic civil infraction or parking case are MCR 4.101(A) and MCL 257.727, 257.728, and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A non-traffic civil infraction case or a parking case is counted as a reopened case:
 - when a default has been set aside.
 - when an order staying the case is set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when an appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a non-traffic civil infraction and parking case are MCR 4.101(C) and 4.101(G)(3).

Section D: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is removed from the small claims division to the general civil division.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (Summons and Complaint)

MC 35 (Complaint, Claim and Delivery)

MC 62 (Application and Notice of Entry of Foreign Judgment)

DC 85 (Affidavit and Claim, Small Claims)

DC 86 (Demand and Order for Removal, Small Claims)

DCZ 90 (Petition Contesting Impoundment of Motor Vehicle)

DC 104 (Summons, Landlord-Tenant/Land Contract) and either:

DC 102a (Complaint, Non-Payment of Rent, Landlord-Tenant)

DC 102b (Complaint, Health Hazard, Injury to Premises, Landlord-Tenant)

DC 102c (Complaint, Termination of Tenancy, Landlord-Tenant)

DC 102d (Complaint, Termination of Tenancy, Mobile Home, Landlord-Tenant)

DC 103 (Complaint for Possession After Land Contract Forfeiture)

MC 316 (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), 4.201(B), 4.202(D), 4.302(A), (B), and 4.306.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - a new trial is ordered after appeal to circuit court.
 - an appeal of an attorney magistrate's small claims decision is filed (do not change case type code).
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.101(M), and 7.102(C).

Section A: Criminal - Method of Disposition

Report criminal cases as disposed when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type except you must count a felony reduced to a misdemeanor disposed under the felony case-type code. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [*MCR 6.610, 6.931(A)*]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [*MCR 6.610, 6.931(A)*]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea (includes no contest) [*MCR 6.610(E), MCL 764.9g*]

Count when a guilty plea is offered and accepted including guilty plea under MCL 769.4a (Spouse Abuse Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Bindover/Transfer (*forms MC 200, MC 316*) [*MCR 5.939, 6.110(G), (H), 6.911, MCL 762.7, 766.14*]

Count bindovers to circuit court. Count transfers to another court before adjudication including waivers of extradition. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (*form MC 263*) [*MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d*]

Count when an order is entered after the prosecutor or city attorney motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (*form MC 262*) [*MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d*]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Do not count any dismissal on motion of the prosecutor or city attorney

Line 7: Inactive Status (*forms MC 200, MC 204, MC 206, DC 225, DC 226, MC 229*) [*MCR 6.125, 6.615(B), MCL 330.2028, 764.9e*]

Count as inactive when a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when an order staying a case (interlocutory appeal) from an appellate court is entered.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section B: Traffic - Method of Disposition

Report traffic cases as disposed when all counts/offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.615]

Count when verdict is returned by jury (guilty or not guilty) .

Line 2: Bench Verdict or Informal, Formal, or De Novo Hearing [MCR 4.101(B), (E), 6.610, 6.616]

Count when verdict is returned by judge or magistrate (guilty or not guilty, responsible or not responsible). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial.

Line 3: Guilty Plea (includes no contest) and Admission/Waivers [MCR 4.101(B), 6.610(E), 6.615MCL 764.9g]

Count when a guilty plea is offered and accepted. Count when an admission of responsibility is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard. Include violations for which fine and costs have been waived in accordance with statute or ordinance (i.e. equipment violations, no child restraint, no registration).

Line 4: Bindover/Transfer (forms MC 200, MC 316) [MCR 6.110(G), (H), MCL 762.7]

Count bindovers to circuit court or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (forms MC 263) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when an order is entered after the prosecutor, city attorney, or other plaintiff motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Count when reducing a misdemeanor traffic to a civil infraction traffic.

Line 6: Dismissed by Court (form MC 262, CIA 02) [MCR 6.110(N), 6.427, 6.610, 6.615]

Count when dismissed by judge or magistrate after preliminary examination, during trial, or after trial and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 7: Default (forms CIA 02, CIA 07) [MCR 4.101(B), (E)]

Count when default is entered due to non-appearance or no response by defendant.

Line 8: Inactive Status (forms MC 204, MC 206, DC 226, MC 229) [MCR 6.125, 6.615(B), 7.101, MCL 764.9e]

Count as inactive when either a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for military stay, or when a civil infraction case is stayed through an order issued by the trial court for bankruptcy.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section C: Non-Traffic Civil Infraction and Parking - Method of Disposition

Report non-traffic civil infraction and parking cases as disposed when all offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Verdict at Informal, Formal, or De Novo Hearing [MCR 4.101(B)]

Count when verdict is returned by judge or magistrate (responsible or not responsible).

Line 2: Admission/Waiver [MCR 4.101(B)]

Count when an admission of responsibility is offered and accepted. Include violations for which fine and costs have been waived in accordance with law.

Line 3: Dismissed by Party (forms MC 263) [MCR 4.101]

Count when an order is entered after the prosecutor, city attorney, or other plaintiff motions for a dismissal at any point in the proceedings or when a nolle prosequi is filed.

Line 4: Dismissed by Court (form CIA 02) [MCR 4.101]

Count when dismissed by judge or magistrate during trial or after hearing and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 5: Default (forms CIA 02, CIA 07) [MCR 4.101(B), (E)]

Count when default is entered due to non-appearance by defendant.

Line 6: Inactive Status

Count as inactive when a non-traffic civil infraction case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 7: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

Section D: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 1 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq., 4.201(K), 4.202(J)]

Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq., 4.201(K), 4.202(J), 4.304(B)(2), 4.305]

Count when decided by judicial officer. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq., 4.201(F), 4.201(I), 4.202(H), 4.304(B)(1), 4.306(D)]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred (form MC 316, DC 86) [MCR 2.226, 2.227, 4.306(B), 4.002, MCL 700.22]

Count when transferred to another court before adjudication (includes small claims removed to general civil; cases removed to federal or circuit court).

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A), 4.304(B)(2), (3)]

Count voluntary dismissals by plaintiff. Count stipulation by parties to remove case to binding arbitration.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.403(M), 2.410(D)(3), 2.502, 2.504(B), (E), 4.304(B)(2), (3)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 8: Other Disposition

Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported as a new filing under another case type code.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: Case age measurement occurs at different stages of a case depending on case type. Refer to specific instructions to determine measurement criteria for each case type. **Disposition is based on the definitions in Part 2.**

Case data shall be reported individually by bar number (judge, magistrate, and generic). When cases are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. Cases that are assigned to a non-attorney magistrate or that are not assigned to either a judge or magistrate are to be reported under a "generic" bar number identifier "P999999." For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Cases that have been reported disposed under "Inactive Status" (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."** Also, any other case that is reopened must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated by **subtracting the time from the original disposition of that particular case to the reopen date.**

"Inactive Status" defined: A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. Delays caused for any other reason are not subtracted from the time. As stated previously, the age of a case while on inactive status shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although FY and EX are combined, FY cases should be reported under its own column, EX cases should be reported under its own column, etc.

NOTE: The total number of disposed cases reported in Part 4 (**except for Lines 1a and 2a on pages 18 and 22**) must equal the total number of disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change." The number of pending cases reported in Part 4 must equal the ending pending cases calculated from the data provided in Parts 1 and 2.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: FELONY CRIMINAL

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero.

Line	CASE TYPE	FY
1	Disposed 0-14 Days	
2	Disposed +14 Days	
3	Disposed 0-63 Days	
4	Disposed 64-91 Days	
5	Disposed 92-126 Days	
6	Disposed +126 Days	
7	Pending 0-14 Days	
8	Pending +14 Days	
9	Pending 0-63 Days	
10	Pending 64-91 Days	
11	Pending 92-126 Days	
12	Pending +126 Days	

Line 1: Count the number of cases where preliminary examination was held within 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived within 14 days of arraignment and bound over to circuit court. Include cases dismissed within 14 days of arraignment where no preliminary examination was held.

Line 2: Count the number of cases where preliminary examination was held after 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived after 14 days of arraignment and bound over to circuit court. Include cases dismissed after 14 days of arraignment where no preliminary examination was held.

Line 3: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed within 63 days.

Line 4: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 64 to 91 days.

Line 5: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 92 to 126 days.

Line 6: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed after 126 days.

Line 7: Count the number of pending felony cases awaiting preliminary examination with an age through 14 days.

Line 8: Count the number of pending felony cases awaiting preliminary examination with an age over 14 days.

Line 9: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age through 63 days.

Line 10: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 64 to 91 days.

Line 11: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 92 to 126 days.

Line 12: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age over 126 days.

1a	Reduced 0-14 Days	
2a	Reduced +14 Days	

Line 1a: Count the number of cases where preliminary examination was held within 14 days of arraignment and the case was reduced to a misdemeanor.

Line 2a: Count the number of cases where preliminary examination was held after 14 days of arraignment and the case was reduced to a misdemeanor.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: EXTRADITION/DETAINDER

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero.

Line	CASE TYPE	EX
13	Disposed 0-14 Days	
14	Disposed +14 Days	
15	Pending 0-14 Days	
16	Pending +14 Days	

Line 13: Count the number of cases where an extradition/detainer hearing was held or the hearing was waived within 14 days of arraignment.

Line 14: Count the number of cases where an extradition/detainer hearing was held or the hearing was waived after 14 days of arraignment.

Line 15: Count the number of pending cases awaiting extradition/detainer hearing with an age through 14 days.

Line 16: Count the number of pending cases awaiting extradition/detainer hearing with an age over 14 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION A: MISDEMEANOR CRIMINAL

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section A) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present, then appearance date means payment date (meaning, a payable citation has had a payment applied). If no payment date is present and the case has not been made inactive as defined in Part 2, Section A, then the age of the case is calculated as zero. There is no need to differentiate between complaint and warrant cases and cases initiated by citation.

Line	CASE TYPE	OM, SM
17	Disposed 0-63 Days	
18	Disposed 64-91 Days	
19	Disposed 92-126 Days	
20	Disposed +126 Days	
21	Pending 0-63 Days	
22	Pending 64-91 Days	
23	Pending 92-126 Days	
24	Pending +126 Days	

Line 17: Count the number of cases that were disposed within 63 days.

Line 18: Count the number of cases that were disposed from 64 to 91 days.

Line 19: Count the number of cases that were disposed from 92 to 126 days.

Line 20: Count the number of cases that were disposed after 126 days.

Line 21: Count the number of pending cases with an age through 63 days.

Line 22: Count the number of pending cases with an age of 64 to 91 days.

Line 23: Count the number of pending cases with an age of 92 to 126 days.

Line 24: Count the number of pending cases with an age over 126 days.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION B: FELONY TRAFFIC

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section B) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present and the case has not been made inactive as defined in Part 2, Section B, then the age of the case is calculated as zero.

Line	CASE TYPE	FD, FT
1	Disposed 0-14 Days	
2	Disposed +14 Days	
3	Disposed 0-63 Days	
4	Disposed 64-91 Days	
5	Disposed 92-126 Days	
6	Disposed +126 Days	
7	Pending 0-14 Days	
8	Pending +14 Days	
9	Pending 0-63 Days	
10	Pending 64-91 Days	
11	Pending 92-126 Days	
12	Pending +126 Days	

Line 1: Count the number of cases where preliminary examination was held within 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived within 14 days of arraignment and bound over to circuit court. Include cases dismissed within 14 days of arraignment where no preliminary examination was held.

Line 2: Count the number of cases where preliminary examination was held after 14 days of arraignment and bound over to circuit court or dismissed. Count the number of cases where preliminary examination was waived after 14 days of arraignment and bound over to circuit court. Include cases dismissed after 14 days of arraignment where no preliminary examination was held.

Line 3: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed within 63 days.

Line 4: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 64 to 91 days.

Line 5: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed from 92 to 126 days.

Line 6: Count the number of felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) that were disposed after 126 days.

Line 7: Count the number of pending felony cases awaiting preliminary examination with an age through 14 days.

Line 8: Count the number of pending felony cases awaiting preliminary examination with an age over 14 days.

Line 9: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age through 63 days.

Line 10: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 64 to 91 days.

Line 11: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age of 92 to 126 days.

Line 12: Count the number of pending felony cases that became misdemeanor cases (due to reduction in or dismissal of felony charge) with an age over 126 days.

1a	Reduced 0-14 Days	
2a	Reduced +14 Days	

Line 1a: Count the number of cases where preliminary examination was held within 14 days of arraignment and the case was reduced to a misdemeanor.

Line 2a: Count the number of cases where preliminary examination was held after 14 days of arraignment and the case was reduced to a misdemeanor.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION B: MISDEMEANOR TRAFFIC

Measurement begins on the date of first appearance on the complaint and warrant or citation and is completed when disposition (as defined in Part 2, Section B) occurs. First appearance means arraignment date (meaning, the arraignment occurred) or an appearance by way of motion (such as a motion of nolle prosequi) that is followed by an order (whether that order is the result of a hearing or not). If no arraignment date is present, then appearance date means payment date (meaning, a payable citation has had a payment applied). If no payment date is present and the case has not been made inactive as defined in Part 2, Section B, then the age of the case is calculated as zero. There is no need to differentiate between complaint and warrant cases and cases initiated by citation.

Line	CASE TYPE	OD, OT SD, ST
13	Disposed 0-63 Days	
14	Disposed 64-91 Days	
15	Disposed 92-126 Days	
16	Disposed +126 Days	
17	Pending 0-63 Days	
18	Pending 64-91 Days	
19	Pending 92-126 Days	
20	Pending +126 Days	

Line 13: Count the number of cases that were disposed within 63 days.

Line 14: Count the number of cases that were disposed from 64 to 91 days.

Line 15: Count the number of cases that were disposed from 92 to 126 days.

Line 16: Count the number of cases that were disposed after 126 days.

Line 17: Count the number of pending cases with an age through 63 days.

Line 18: Count the number of pending cases with an age of 64 to 91 days.

Line 19: Count the number of pending cases with an age of 92 to 126 days.

Line 20: Count the number of pending cases with an age over 126 days.

File Formats for the Submission of Electronic Caseload Data

Caseload Reporting System

1 Introduction

This document describes the record layout for submitting data electronically to the Caseload Reporting System (CRS). Data so submitted will be imported into an Oracle database, and that data will then be used for generating reports. Courts with a caseload management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for the CRS to understand the data and store it properly.

1.1 *Submission Mechanism*

The CRS project has determined requirements for the technique to be used by the courts to submit electronic data files. The following describes the technique to be employed.

The CRS includes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet or the Supreme Court intranet. The user attempting to submit the data file will sign on to an application using a web browser. The user will enter a drive, path, and filename to select the file to be submitted, and the application will transfer the file to a JIS-based server. The submission will be recorded in a database, and the file will be processed. The user will then be able to view the submitted data using web-based data entry screens.

2 Electronic Data File Format

2.1 *General Format*

All data submitted electronically shall be in ASCII format, enclosed in quotes, and comma delimited; i.e., "xxxxxx", "xxxxxx", and so on. An empty field (") is considered null. Each record in the file will represent a single data value. A record is a series of ASCII characters terminated with a carriage return-linefeed character. The elements of each record will identify which data value it represents, so that the type of data (District court) and the quarter, year, county, court code, as well as the part, section, bar number (Part 4 only), action, and case type combine to refer to a single field on a particular caseload report form. The bar number is required for Part 4; for Parts 1 and 2, the field for the bar number should appear as a value of 0. This record layout will require data to be written out redundantly, but allows each record to be dealt with independent of any other record in the file.

2.2 *Record Format:*

The format shall be as follows:

"TYPE","QTR","YEAR","COURT","COUNTY","PART","SECTION","BAR NUMBER","ACTION","CASETYPE","VALUE"

2.2.1 Field Definitions

"TYPE"	= Data Type: "D" (district)
"QTR"	= Report Quarter "1", "2", "3", or "4" ("4" indicates full year data)
"YEAR"	= Report Year "2002", "2003", etc.
"COURT"	= Court Number as defined below
"COUNTY"	= County Name that, along with the court number, identifies a specific court jurisdiction
"PART"	= "1", "2", or "4"
"SECTION"	= "A", "B", "C", etc.
"BAR NUMBER"	= A 7 digit code as defined below
"ACTION"	= A 2 to 4 digit code as defined below
"CASETYPE"	= A 2 digit code as defined below
"VALUE"	= Null value ("") or whole number value of 0 or greater

Examples: "D","1","2003","D26-1","Wayne", "1","A","0","BP","FY","0"
"D","1","2003","D26-1","Wayne", "2","A","0","JV","FY","0"
"D","4","2003","D26-1","Wayne", "4","A","P000000","DP1","FY","1"

The first example is for district data ("D"), first quarter ("1"), year 2003, 1st election district of the 26th District Court ("D26-1"), the county of Wayne, Part 1, Section A, 0 (since there is no Bar Number for Part 1), action Beginning Pending ("BP"), case type FY, with a value of zero.

The second example is for district data ("D"), first quarter ("1"), year 2003, 1st election district of the 26th District Court ("D26-1"), the county of Wayne, Part 2, Section A, 0 (since there is no Bar Number for Part 2), action Jury Verdict ("JV"), case type FY, with a value of zero.

The third example is for district data ("D"), fourth quarter ("4"), year 2003, 1st election district of the 26th District Court ("D26-1"), the county of Wayne, Part 4, Section A, Bar Number (as required for Part 4), action disposed within 14 days ("DP1"), case type FY, with a value of 1.

This format provides flexibility when submitting the data so that there are no expectations about groups of records; each one is considered independently. It is possible, though improbable, that probate, circuit, and district data can be intermixed, record by record, and that the values can be listed in no particular order regarding their section, part, action, or case type. It is likely that the reports used to create a data file will create the records in sequence; for example all the part 1 data listed from section A through the last section, and all the actions and case types grouped together. This approach duplicates what might be considered header information on every detail line.

2.2.2 Field Names, Attributes, and Length:

<u>Field Name</u>	<u>Attributes</u>	<u>Max Length</u>
TYPE	Alphabetic	1
QTR	Numeric	1
YEAR	Numeric	4
COURT	Alphabetic, Numeric, -	5
COUNTY	Alphabetic	25
PART	Numeric	1
SECTION	Alphabetic	1

BAR NUMBER	Alphabetic, Numeric	7
ACTION	Alphabetic	4
CASETYPE	Alphabetic	2
VALUE	Numeric	6

2.2.3 Submission of Files

The electronic files may be submitted repeatedly in order to correct or complete the data. That is, if a particular field is missing, or has a null value (""), the submission will be accepted, and the data available will be processed.

Subsequent submissions will overwrite the existing values in the database unless the append feature is selected. However, if a field in the submitted file has a null value ("") it will be ignored, and the existing value in the database, if any, will remain. Similarly, missing values in subsequent submissions will not affect existing values in the database. Any non-null values (zero or greater) will be used to overwrite existing data for that court, in that year, and the particular quarter.

2.2.4 Court Codes and Counties

The following table lists court codes and their corresponding counties; jurisdictions are included to further define each court. The court code and county together create a unique identifier for each jurisdiction. Data must be submitted as an aggregate for the jurisdiction, as listed below. Data will be reported for each of the jurisdictions, as well as totals for the entire court; i.e. "D26", which combines all of the submitted data from the two different election districts.

2.2.4.1 List of Unique Court Code and Location Name Combinations

DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D01	Monroe	Monroe County	D10	Calhoun	Calhoun County and the City of Battle Creek	D22	Wayne	City of Inkster
D02A	Lenawee	Lenawee County	D12	Jackson	Jackson County	D23	Wayne	City of Taylor
D02B	Hillsdale	Hillsdale County	D14A	Washtenaw	Washtenaw County, except the City of Ann Arbor, and the Township of Ypsilanti	D24	Wayne	Cities of Allen Park and Melvindale
D03A	Branch	Branch County	D14B	Washtenaw	Township of Ypsilanti	D25	Wayne	City of Lincoln Park
D03B	St. Joseph	St. Joseph County	D15	Washtenaw	City of Ann Arbor	D26-1	Wayne	City of River Rouge
D04	Cass	Cass County	D16	Wayne	City of Livonia	D26-2	Wayne	City of Ecorse
D05	Berrien	Berrien County	D17	Wayne	Township of Redford	D27	Wayne	Cities of Wyandotte and Riverview
D07	Van Buren	Van Buren County	D18	Wayne	City of Westland	D28	Wayne	City of Southgate
D08	Kalamazoo	Cities of Kalamazoo	D19	Wayne	City of Dearborn	D29	Wayne	City of Wayne
		and Portage,	D20	Wayne	City of Dearborn Heights	D30	Wayne	City of Highland Park
		Kalamazoo County (except the cities of Kalamazoo & Portage)	D21	Wayne	City of Garden City	D31	Wayne	City of Hamtramck

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DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D32A	Wayne	City of Harper Woods	D46	Oakland	Cities of Southfield and Lathrop Village, and Township of Southfield	D59	Kent	Cities of Grandville and Walker
D33	Wayne	Cities of Trenton, Gibraltar, Woodhaven, Rockwood and Flat Rock and Townships of Brownstone and Grosse Ile	D47	Oakland	Cities of Farmington and Farmington Hills	D60	Muskegon	Muskegon County
D34	Wayne	Cities of Romulus and Belleville, and the Townships of Sumpter, Van Buren and Huron	D48	Oakland	Cities of Birmingham, Bloomfield Hills, Sylvan Lake, Keego Harbor, and Orchard Lake Village, and Townships of Bloomfield and West Bloomfield	D61	Kent	City of Grand Rapids
D35	Wayne	Cities of Northville and Plymouth and Townships of Northville, Plymouth, Canton	D50	Oakland	City of Pontiac	D62A	Kent	City of Wyoming
D36	Wayne	City of Detroit	D51	Oakland	Township of Waterford	D62B	Kent	City of Kentwood
D37	Macomb	Cities of Warren & Center Line	D52-1	Oakland	Cities of Novi, South Lyon, Wixom, and Walled Lake, and Townships of Millford, Highland, Rose, White Lake, Commerce, Lyon, and Novi	D63-1	Kent	Cities of Cedar Springs and Rockford, and Townships of Tyrone, Solon, Nelson, Spencer, Sparta, Algoma, Courtland, Oakfield, Alpine, Plainfield, Cannon, and Grattan
D38	Macomb	City of Eastpointe	D52-2	Oakland	Townships of Springfield, Independence, Holly, Groveland, and Brandon	D63-2	Kent	Cities of East Grand Rapids and Lowell, and Townships of Grand Rapids, Ada, Vergennes, Cascade, Lowell, Byron, Gaines, Caledonia, and Bowne
D39	Macomb	Cities of Fraser & Roseville	D52-3	Oakland	Cities of Rochester, Auburn Hills, Rochester Hills, and Lake Angelus, and Townships of Oxford, Addison, Orion, Oakland	D64A	Ionia	Ionia County
D40	Macomb	City of Saint Clair Shores	D52-4	Oakland	Cities of Troy and Clawson	D64B	Montcalm	Montcalm County
D41A	Macomb	Cities of Utica and Sterling Heights, and Townships of Shelby and Macomb	D53	Livingston	Livingston County	D65A	Clinton	Clinton County
D41B	Macomb	City of Mt. Clemens, and Townships of Clinton and Harrison	D54A	Ingham	City of Lansing	D65B	Gratiot	Gratiot County
D42-1	Macomb	Cities of Memphis and Richmond, and Townships of Bruce, Washington, Armada, Ray, and Richmond	D54B	Ingham	City of East Lansing	D66	Shiawassee	Shiawassee County
D42-2	Macomb	City of New Baltimore, and Townships of Lenox and Chesterfield	D55	Ingham	Ingham County, except the Cities of East Lansing and Lansing	D67-1	Genesee	Cities of Flushing and Clio, Townships of Flushing, Flint, Montrose, Thetford, and Vienna
D43	Oakland	Cities of Ferndale, Madison Heights and Hazel Park	D56A	Eaton	Eaton County	D67-2	Genesee	Cities of Davison and Burton, Townships of Davison, Forest, Richfield, and Atlas
D44	Oakland	City of Royal Oak	D56B	Barry	Barry County	D67-3	Genesee	City of Mt. Morris, and Townships of Mt. Morris and Genesee
D45A	Oakland	City of Berkley	D57	Allegan	Allegan County	D67-4	Genesee	Cities of Fenton, Grand Blanc, and Swartz Creek, and Townships of Fenton, Argentine, Grand Blanc, Mundy, Gaines, and Clayton
D45B	Oakland	Cities of Huntington Woods, Oak Park, and Pleasant Ridge, and Township of Royal Oak	D58	Ottawa	Ottawa County			

DISTRICT			DISTRICT			DISTRICT		
Court Code	County	Jurisdiction	Court Code	County	Jurisdiction	Court Code	County	Jurisdiction
D68	Genesee	City of Flint	D86	Grand Traverse	Grand Traverse County			
D70-1*	Saginaw	Cities of Saginaw and Zilwaukee, and Townships of Zilwaukee, Buena Vista, Carrollton, and Bridgeport	D86	Leelanau	Leelanau County			
D70-2*	Saginaw	County of Saginaw, except the Cities of Saginaw and Zilwaukee, and Townships of Zilwaukee, Buena Vista, Carrollton, and Bridgeport	D87	Crawford	Crawford County			
D71A	Lapeer	Lapeer County	D87	Kalkaska	Kalkaska County			
D71B	Tuscola	Tuscola County	D87	Otsego	Otsego County			
D72	St. Clair	St. Clair County	D88	Alpena	Alpena County			
D73A	Sanilac	Sanilac County	D88	Montmorency	Montmorency County			
D73B	Huron	Huron County	D89	Cheboygan	Cheboygan County			
D74	Bay	Bay County	D89	Presque Isle	Presque Isle County			
D75	Midland	Midland County	D90	Charlevoix	Charlevoix County			
D76	Isabella	Isabella County	D90	Emmet	Emmet County			
D77	Mecosta	Mecosta County	D91	Chippewa	Chippewa County			
D77	Osceola	Osceola County	D92	Luce	Luce County			
D78	Newaygo	Newaygo County	D92	Mackinac	Mackinac County			
D78	Oceana	Oceana County	D93	Alger	Alger County			
D79	Lake	Lake County	D93	Schoolcraft	Schoolcraft County			
D79	Mason	Mason County	D94	Delta	Delta County			
D80	Clare	Clare County	D95A	Menominee	Menominee County			
D80	Gladwin	Gladwin County	D95B	Dickinson	Dickinson County			
D81	Alcona	Alcona County	D95B	Iron	Iron County			
D81	Arenac	Arenac County	D96	Marquette	Marquette County			
D81	Iosco	Iosco County	D97	Baraga	Baraga County			
D81	Oscoda	Oscoda County	D97	Houghton	Houghton County			
D82	Ogemaw	Ogemaw County	D97	Keweenaw	Keweenaw County			
D83	Roscommon	Roscommon County	D98	Gogebic	Gogebic County			
D84	Missaukee	Missaukee County	D98	Ontonagon	Ontonagon County			
D84	Wexford	Wexford County	MGP	Wayne	City of Grosse Pointe			
D85	Benzie	Benzie County	MGPF	Wayne	City of Grosse Pointe Farms			
D85	Manistee	Manistee County	MGPP	Wayne	City of Grosse Pointe Park			
D86	Antrim	Antrim County	MGPW	Wayne	Cities of Grosse Pointe Woods and Grosse Pointe Shores			

*D08-1, D08-2, and D08-3 became one court, effective January 1, 2005. D70-1 and D70-2 will submit as one court, D70.

2.3 District Court Specifications

2.3.1 Action Code Definitions

2.3.1.1 Part 1: New Filings and Reopened Cases

BP = Beginning Pending

NF = New Filings

RE = Reopened

2.3.1.2 Part 2: Methods of Disposition

JV = Jury Verdict

BV = Bench Verdict

GP = Guilty Plea

GPA = Guilty Plea/Admission

BT = Bindover/Transfer

NP = Nolle Prosequi

DC = Dismissed by Court

DE = Default

IS = Inactive Status

TC = Case Type Change

VH = Verdict at Hearing

AW = Admission/Waivers

UDS = Uncontested/Default/Settled

TR = Transfer

DP = Dismissed by Party

OD = Other Disposition Reopened

2.3.1.4 Part 4: Case Age

Section A and Section B (Felony and Misdemeanor Traffic)

DP1 = Disposed within 14 days

DP2 = Disposed after 14 days

DP3 = Disposed within 63 days

DP4 = Disposed from 64 to 91 days

DP5 = Disposed from 92 to 126 days

DP6 = Disposed after 126 days

DP19 = Disposed within 14 days and reduced to misdemeanor

DP20 = Disposed after 14 days and reduced to misdemeanor

PE1 = Pending through 14 days

PE2 = Pending after 14 days

PE3 = Pending through 63 days

PE4 = Pending from 64 to 91 days

PE5 = Pending from 92 to 126 days

PE6 = Pending over 126 days

Section B (Civil Infraction Traffic) and Section C

DP7 = Disposed within 35 days
DP8 = Disposed from 36 to 56 days
DP9 = Disposed from 57 to 84 days
DP10 = Disposed after 84 days
PE7 = Pending through 35 days
PE8 = Pending from 36 to 56 days
PE9 = Pending from 57 to 84 days
PE10 = Pending over 84 days

Section D

DP11 = Disposed within 273 days
DP12 = Disposed from 274 to 364 days
DP13 = Disposed from 365 to 455 days
DP14 = Disposed after 455 days
DP15 = Disposed within 126 days, no jury
DP16 = Disposed after 126 days, no jury
DP17 = Disposed within 154 days, jury
DP18 = Disposed after 154 days, jury
PE11 = Pending through 273 days
PE12 = Pending from 274 to 364 days
PE13 = Pending from 364 to 455 days
PE14 = Pending over 455 days
PE15 = Pending through 126 days, no jury
PE16 = Pending over 126 days, no jury
PE17 = Pending through 154 days, jury
PE18 = Pending over 154 days, jury

2.3.2 Case Type Code Definitions

All authorized case type codes are defined in the Case File Management Standards, Component 39. They have been reproduced in this manual.

2.3.3 Possible Combinations of Action Codes and Case Type Codes

The following are the possible combinations of action codes and case type codes by Part and Section.

2.3.3.1 Part 1: New Filings And Reopened Cases

Section A: Criminal - New Filings and Reopened Cases

BPEX	BPOM	NFEX	NFOM	REEX	REOM
BPFY	BPSM	NFFY	NFSM	REFY	RESM

Section B: Traffic (Misdemeanor and Civil) - New Filings and Reopened Cases

BPFD	BPFT	BPOD	BPOI	BPOT	BPSD	BPSI	BPST
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NFFD	NFOD	NFSD	REFD	REOI	RESI
NFFT	NFOI	NFSI	REFT	REOT	REST
	NFOT	NFST	REOD	RESD	

Section C: Non-Traffic Civil Infraction, Parking - New Filings and Reopened Cases

BPOK	BPSK	NFOK	NFSK	REOK	RESK
BPON	BPSN	NFON	NFSN	REON	RESN

Section D: Civil - New Filings and Reopened Cases

BPGC	BPLT	BPSP	NFGZ	NFSC	REGC	RELT	RESP
BPGZ	BPSC	NFGC	NFLT	NFSP	REGZ	RESC	

2.3.3.2 Part 2: Method Of Disposition

Section A: Criminal - Method of Disposition

JVEX	BVEX	GPEX	BTEX	NPOM	DCOM	ISOM	TCOM
JVFX	BVFX	GPFX	BTFX	NPSM	DCSM	ISSM	TCSM
JVOM	BVOM	GPOM	NPEX	DCEX	ISEX	TCEX	
JVSM	BVSM	GPOM	NPFY	DCFY	ISFY	TCFY	

Section B: Traffic (Misdemeanor and Civil) - Method of Disposition

JVFD	BVOD	GPAOD	NPFD	DCFD	DEOI	ISSI	TCSI
JVFT	BVOI	GPAOI	NPFT	DCFT	DESI	ISST	TCST
JVOD	BVOT	GPAOT	NPOD	DCOD	ISFD	TCFD	
JVOT	BVSD	GPASD	NPOI	DCOI	ISFT	TCFT	
JVSD	BVSI	GPASI	NPOT	DCOT	ISOD	TCOD	
JVST	BVST	GPAST	NPSD	DCSD	ISOI	TCOI	
BVFD	GPAFD	BTFD	NPSI	DCSI	ISOT	TCOT	
BVFT	GPAFT	BTFT	NPST	DCST	ISSD	TCSD	

Section C: Non-Traffic Civil Infraction, Parking - Method of Disposition

VHOK	AWOK	NPOK	DCOK	DEOK	ISOK	TCOK
VHON	AWON	NPON	DCON	DEON	ISON	TCON
VHOK	AWOK	NPSK	DCSK	DESK	ISSK	TCSK
VHON	AWON	NPSN	DCSN	DESN	ISSN	TCSN

Section D: Civil - Method of Disposition

JVGC	BVLT	UDSSC	TRSP	DCGC	ISGZ	ODLT	TCSC
JVGZ	BVSC	UDSSP	DPGC	DCGZ	ISLT	ODSC	TCSP
JVLT	BVSP	TRGC	DPGZ	DCLT	ISSC	ODSP	
JVSP	UDSGC	TRGZ	DPLT	DCSC	ISSP	TCGC	
BVGC	UDSGZ	TRLT	DPSC	DCSP	ODGC	TCGZ	
BVGZ	UDSLT	TRSC	DPSP	ISGC	ODGZ	TCLT	

2.3.3.4 Part 4: Case Age

Section A: Criminal – Case Age

Section B: Felony and Misdemeanor Traffic – Case Age

DP1FD		DP5OT	DP20FY	PE3OT	PE5OD
DP1FT	DP3ST	DP5SD	DP20FT	PE3SD	PE5OM
DP1FY	DP4FD	DP5SM	DP20FD	PE3SM	PE5OT
DP1EX	DP4FT	DP5ST	PE1FD	PE3ST	PE5SD
DP2FD	DP4FY	DP6FD	PE1FT	PE4FD	PE5SM
DP2FT	DP4OD	DP6FT	PE1FY	PE4FT	PE5ST
DP2FY	DP4OM	DP6FY	PE1EX	PE4FY	PE6FD
DP2EX	DP4OT	DP6OD	PE2FD	PE4OD	PE6FT
DP3FD	DP4SD	DP6OM	PE2FT	PE4OM	PE6FY
DP3FT	DP4SM	DP6OT	PE2FY	PE4OT	PE6OD
DP3FY	DP4ST	DP6SD	PE2EX	PE4SD	PE6OM
DP3OD	DP5FD	DP6SM	PE3FD	PE4SM	PE6OT
DP3OM	DP5FT	DP6ST	PE3FT	PE4ST	PE6SD
DP3OT	DP5FY	DP19FY	PE3FY	PE5FD	PE6SM
DP3SD	DP5OD	DP19FT	PE3OD	PE5FT	PE6ST
DP3SM	DP5OM	DP19FD	PE3OM	PE5FY	

Section B: Civil Infraction Traffic – Case Age

Section C: Non-Traffic Civil Infraction, Parking – Case Age

DP7OI	DP8SI	DP10OI	PE7SI	PE9OI	PE10SI
DP7OK	DP8SK	DP10OK	PE7SK	PE9OK	PE10SK
DP7ON	DP8SN	DP10ON	PE7SN	PE9ON	PE10SN
DP7SI	DP9OI	DP10SI	PE8OI	PE9SI	
DP7SK	DP9OK	DP10SK	PE8OK	PE9SK	
DP7SN	DP9ON	DP10SN	PE8ON	PE9SN	
DP8OI	DP9SI	PE7OI	PE8SI	PE10OI	
DP8OK	DP9SK	PE7OK	PE8SK	PE10OK	
DP8ON	DP9SN	PE7ON	PE8SN	PE10ON	

Section D: Civil – Case Age

DP11GC	DP14GZ	DP17LT	PE11GZ	PE15LT	PE17SC
DP11GZ	DP15LT	DP17SC	PE12GC	PE15SC	PE17SP
DP12GC	DP15SC	DP17SP	PE12GZ	PE15SP	PE18LT
DP12GZ	DP15SP	DP18LT	PE13GC	PE16LT	PE18SC
DP13GC	DP16LT	DP18SC	PE13GZ	PE16SC	PE18SP
DP13GZ	DP16SC	DP18SP	PE14GC	PE16SP	
DP14GC	DP16SP	PE11GC	PE14GZ	PE17LT	